

VUSD Advice Sample - Certificated

Visalia Unified School District					Advice Amount: \$5,597.42				
EMP NO	EMPLOYEE NAME	DEPT.	TYPE	ADVICE DATE	PERIOD ENDING	ADVICE NO.			
12345	JOHN SAMPLE CERTIFICATED	0000	MONTHLY	05/31/2020	05/31/2020	30002326			
WITHHOLDING ALLOWANCES					DEDUCTIONS	CURRENT	YTD	EMPLR	EMPLR YTD
FILING STATUS	EXEMPTIONS	EXTRA AMOUNT			TAX				
Federal	M	4			MEDICARE	\$100.78	\$100.78	\$100.78	\$100.78
State	M	4	\$0.00		FED INC TAX	\$441.21	\$441.21	\$0.00	\$0.00
EARNINGS					STATE IN TX	\$98.35	\$98.35	\$0.00	\$0.00
RATE	DAYS/HRS.	CURRENT	YTD		STATE UN INS	\$0.00	\$0.00	\$3.48	\$3.48
NORMAL			\$6,437.09	\$6,437.09	BENEFIT				
EXTRADUTY	\$5.5000		\$113.06	\$113.06	STRS CLASSIC	\$712.39	\$712.39	\$1,122.45	\$1,122.45
SUPPORTPRO	\$0.0000		\$400.00	\$400.00	OTHER				
<b>TOTALS</b>		<b>0.00</b>	<b>\$6,950.15</b>	<b>\$6,950.15</b>	RET BEN PCT	\$0.00	\$0.00	\$64.64	\$64.64
LEAVE	BEGINNING	EARNED	USED	BALANCE	WCOMP	\$0.00	\$0.00	\$277.10	\$277.10
SICK	10.0000	0.0000	0.0000	10.0000	<b>TOTALS</b>	<b>\$1,352.73</b>	<b>\$1,352.73</b>	<b>\$1,568.45</b>	<b>\$1,568.45</b>
PN	7.0000	0.0000	0.0000	7.0000	DEPOSITS				
D-DAY	5.0000	0.0000	0.0000	5.0000	CURRENT	YTD			
ADVICE TOTALS					DIRECTDEP	\$5,597.42	\$5,597.42		
TYPE	CURRENT	YTD			MUFG UNION BANK, N.A.				
Taxable Pay	\$6,237.76	\$6,237.76							
Gross Pay	\$6,950.15	\$6,950.15							
Deductions	\$1,352.73	\$1,352.73							
Net Pay	\$5,597.42	\$5,597.42							
<input type="checkbox"/> LEAVE BALANCE AS OF									

Employees receive an Advice when their pay is deposited directly to a Bank/Banks of their choosing. Below are descriptions that correspond to the number shown above:

- 1) This amount here will match the total amount deposited with the advice. This is also known as your "net pay".
- 2) Employees Identification number
- 3) Employee name
- 4) Department number to which you are assigned
- 5) This is the date you are getting paid
- 6) Period ending represents the last day of the month for which the pay is being provided.
- 7) The advice number is a unique number assigned to each advice when processed.
- 8) Withholding allowances section provides your current filing statuses with both Federal (W-4) and State (DE4).
- 9) This section outlines your employees earnings included in the advice. Each type of earning/dock will be listed along with the corresponding Rate, Days/Hours, Current, and Year-To-Date information.
- 10) Leave Balances:  
Your leave balances will continue to appear on your paystub each month, however, more information will be provided in the new format.

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The following chart will help you become familiar with new language used to report employee leave balances:

Type of Leave Reported	Leave Titles	
<b>SICK- Sick Leave</b>	<b>BEGINNING</b>	This will reflect your leave balance at the beginning of the period of pay.
<b>VACATION- Vacation Leave</b>	<b>EARNED</b>	This will reflect any accrued/earned leave during the current period of pay.
<b>PN- Personal Necessity Leave</b>	<b>USED</b>	This reflects any leave used during the current period of pay.
<b>D-DAY- Discretionary Leave</b>	<b>BALANCE</b>	This reflects your ending leave balance as of the date printed at the bottom of your paystub**.

- 11) This section provides a breakdown of your current and year-to-date totals for the following categories: Taxable Pay, Gross Pay, Deductions, and Net Pay.
- 12) Within this section all deductions are outlined and will provide detail for current amount taken, the year-to-date amount, and whether the deduction is taken from the employee, employer, or both.
- 13) All bank accounts associated with the deposit of this advice will be listed here with current and year-to-date amounts.
- 14) The following language will be found at the bottom of the paystub \*\*“LEAVE BALANCE AS OF **“7/30/2020”**”. All employee balances reported on your paystub are accurate as of **this date**.